

MISSISSIPPI STATE BOARD OF CONTRACTORS

Proposed Amendment to Rules and Regulations—Residential Builders and Remodelers—30
Miss. Admin. Code Pt. 803, R. 1.1

Title 30: Professions and Occupations—Board of Contractors

Part 803: Residential Builders and Remodelers

Part 803 Chapter 1: Licensing

Rule 1.1 Application for License.

1. An applicant for a License or Renewal thereof shall observe the following requirements:
 - a. Licenses or any renewals thereof may be issued at any time during the course of a calendar year by the Executive Director after his determination that the applicant has satisfied all statutory and other requirements prerequisite to the issuance of a license or a renewal thereof.
 - b. An application must be filed on a form provided by the Board. No substitute will be accepted.
 - c. The Board's application form must be completed in ink or with a typewriter. Only one copy need be filed.
 - d. All questions must be answered. All schedules must be completed. Write “None” where applicable. No application will be considered unless it is completed as directed on the Board's form.
 - e. Additional information including supplementary or explanatory notes considered necessary may be furnished by inserting schedules where needed.
 - f. All signatures must be affixed where called for and notarized where indicated.
 - g. An applicant for a residential remodeler's license may seek licensing for a subclassification to be known as a residential roofer. For this subclassification, there shall be administered a separate roofer's examination and the residential remodeler's license shall be clearly marked that it only licenses the holder as a residential roofer.
 - h. A check in the amount of Fifty Dollars (\$50.00), representing the initial license fee, made payable to the State Board of Contractors should accompany the application but may be submitted separately. A check in the amount of One Hundred Dollars (\$100.00) made payable to the State Board of Contractors, shall accompany all requests for renewal of licenses. No application will be acted upon until such check is received.

- i. The privilege tax levied under this Chapter is an annual tax. The licensee is under a duty to renew his license annually, and the failure to the Board to notify the licensee holder as to the date of the expiration shall not excuse the licensee from renewing his certificate and paying the annual tax.
 - j. An applicant shall provide a certificate of insurance evidencing current workers' compensation insurance, if applicable, and a federal employment identification number or social security number of the person making application.
 - k. An applicant for a residential builder or remodeler's license, or renewal thereof, shall provide a copy of a certificate of insurance evidencing current coverage for general liability purposes. The Mississippi State Board of Contractors shall be listed on the policy of the insured to be notified if there is cancellation of coverage. Liability insurance shall not be required for inactive licensees.
 - l. A foreign corporation or a corporation domiciled outside the State of Mississippi must qualify to do business in this State with the office of the Secretary of State and provide the Board with a Certificate attesting to such qualification. (Applicants may contact the office of the Secretary of State by mail to Post Office Box 136, Jackson, Mississippi 39205, or by telephone at 601/359-1350.
 - m. An applicant for a license must pass the applicable written examination with a grade of at least 70%.
 - n. The Board will hold examinations at locations and times to be determined by the Board. Applicants will be notified of the time and place of the examination.
 - o. A licensee of another state who desires to obtain a license duly issued and authorized by this Chapter shall be exempt from taking the written examination provided the Board determines that the requirements for a license in the foreign state are equivalent to such examination in this state and provided that the foreign state in question extends the same privilege to Mississippi licensees.
 - p. If a license is revoked, lost, mutilated or destroyed, a new license may be issued, through the Board's discretion, upon receipt of a written request from the licensee stating the reason for the request, the license number and check in the amount of Fifty Dollars (\$ 50.00).
2. Should any information contained in any application or presented at any oral interview for a license be found by the Board to be false, such license so issued or application being considered shall thereupon be terminated and withdrawn. No licensee or applicant submitting such information shall be issued a renewal of or an initial license until a period of five (5) years has expired after the date of such termination or withdrawal.
3. Any corporation or other legal business entity holding a valid license shall immediately notify the Board of any change of name or corporate structure by filing an application with the Executive Director of the Board outlining the specific change and the impact on the status of

the entity. A fee of \$ 50.00 shall accompany each application filed pursuant to this rule.

4. A licensee may change the status of his/her license from active to inactive by notifying the Board, in writing, returning the license to the Board, and submitting a check in the amount of Twenty Five Dollars (25.00). To reactivate an inactive license, the licensee must notify, in writing, the Board of his/her intentions to reactivate the license, submit the above referenced fee and provide proof of current workers' compensation and liability insurance where applicable.